



**BBE**  
TRAINING

  
A CITRUS GROUP  
COMPANY

# Course Extensions Policy

---



# Course Extensions Policy

Remember it is better to see if you qualify to be placed on hold first under special considerations.

## Who qualifies for a course extension?

Anyone can request an extension to complete their studies, however the following must apply as part of the special considerations policy:

- Evidence that the learner is progressing and is capable of completing the course
- Evidence that the learner has a genuine reason to be granted an extension
- Agreement from the tutor to support the learners request

If all three criteria cannot be satisfied, a written request to the Head of Centre can be made. This must be within 7 days of the original request.

The Head of Centre will discuss with the Tutor and the Internal Verifier and agree an outcome. You will be notified in writing of this outcome which is final.

## Granted Extensions

If a learner is granted an extension it will be for no more than 50% of the original 'Course Completion Agreement'.

The length of time a learner will be granted an extension is proportionate to the outstanding coursework that is required to be completed in order to finish the course. This will be agreed by your Tutor and the Quality Nominee of BBE Training Ltd.

It is important to gauge your studies and if you feel you have a genuine reason not to study during your course agreement timeframe you must consider putting your course 'on hold' before you reach this point.

This agreement allows BBE Training Ltd to grant you a further extension on your current course. To enable BBE Training to provide further ongoing tutor support and assessment, we refer to our terms and conditions of business to recover some of these costs. This course extension agreement is valid for a maximum of 50% of your original course duration.



Please be aware that if an extension is required, BBE Training Ltd may need to reallocate you to a new tutor in some instances, this will be subject to tutor availability. This agreement will also apply to assignments that need remarking due to work being referred and not passed even if submitted before the deadline!

Original Course Duration	Cost Required to Extend	Extension Time Frame (50% of original course duration)
12 weeks	£30 per incomplete unit	6 weeks
6 months	£90 plus £30 per incomplete unit	3 months
12 months	£180 plus £30 per incomplete unit	6 months

If you feel that you are not going to complete within your current deadline and you wish to have a further paid extension, please complete this course extension fee agreement and return no later than 14 days before the extension expiry date. This is to ensure your extension has been paid and is in place before your course expires and is automatically placed in suspension.

This can be avoided by reading and understanding this policy and how you can be put 'on hold' rather than leave it too late and request an extension. You can only extend your course once.

If you find that your circumstance change and you need to put your course on hold you can apply during the extended period to be placed on hold subject to meeting the stated criteria. You can only be placed on hold during this period of extension.

Last review: June 2023; next review: June 2024



info@bbetraining.co.uk



03332 07 66 33



www.bbetraining.co.uk